

National Aeronautics and Space Administration		<h1 style="margin: 0;">Travel Request and Authorization</h1>		DATE		AUTHORIZATION NUMBER		
				PREPARED BY				
<small>CONDITION: The travel and transportation authorized are in the interest and to the advantage of the Government, and are not made primarily for the convenience or benefit of the employee or at their request. Expenses may be incurred in accordance with applicable laws, NASA Travel Regulations, and the Joint Travel Regulations, where applicable.</small>								
1. TRAVELER (Name and Title)				2. EMPLOYEE NO.		3. OFFICE PHONE		
4. OFFICIAL STATION (Name, City, State)						5. MAIL CODE		
6. TYPE OF TRAVEL <input type="checkbox"/> a. SINGLE TRIP <input type="checkbox"/> c. LIMITED OPEN AUTHORIZATION <input type="checkbox"/> e. EXTENDED TDY <input type="checkbox"/> b. UNLIMITED OPEN AUTHORIZATION <input type="checkbox"/> d. AMENDMENT/EXTENSION <input type="checkbox"/> f. INVITATIONAL EXTENDED TDY <input type="checkbox"/> g. REIMBURSABLE TRAVEL				7. TRAVEL PERIOD (Dates on or about) a. BEGINNING b. ENDING				
8. ITINERARY				9. TRAVEL ADVANCE YES <input type="checkbox"/> NO <input type="checkbox"/>		b. AMOUNT (If yes)		
10. PURPOSE OF TRAVEL				11. GOVERNMENT ISSUED CHARGE CARD <input type="checkbox"/> YES <input type="checkbox"/> NO				
12. PER DIEM	DESCRIPTION		(1) LODGING		(2) M&IE		(3) PER DIEM	
	a. LODGING PLUS							
	b. ACTUAL EXPENSES						(NTE)	
	c. FLAT RATE (Extended TDY)		d. NOT AUTHORIZED					
e. ALLOWANCE PAID TO MILITARY UNDER JOINT TRAVEL REGULATIONS, VOL. 2			<input type="checkbox"/> f. CONFERENCE LODGING ALLOWANCE					
13. MODE OF TRANSPORTATION AUTHORIZED								
a. COMMON CARRIER <input type="checkbox"/> (1) AIR <input type="checkbox"/> (2) RAIL <input type="checkbox"/> (3) BUS <input type="checkbox"/> (4) _____			b. CONTRACT AIR (1) AVAILABLE (2) NOT AVAILABLE (3) UTILIZED <input type="checkbox"/> (4) NOT UTILIZED (Justify in Item 16 below)			c. GOVT-OWNED CONVEYANCE (1) AUTO (2) AIR <input type="checkbox"/> (3) _____		
d. PRIVATELY OWNED CONVEYANCE (1) DETERMINED ADVANTAGEOUS TO THE GOVERNMENT AT THE RATE OF \$ 0. _____ PER MILE, PLUS FERRY FARES, PARKING FEES, BRIDGE, ROAD, AND TUNNEL FARES. (2) PERSONAL PREFERENCE RATE AT \$ 0. _____ PER MILE (Reimbursement rate not to exceed cost of preferred mode)								
14. OTHER AUTHORIZATIONS								
a. RENTAL CAR		b. OFFICIAL TELEPHONE CALLS		c. ANNUAL LEAVE (Number of Days) _____		<input type="checkbox"/> d. REGISTRATION FEE (If meals are included, specify in Item 15)		
15. ADDITIONAL INFORMATION AND AUTHORIZATIONS								
16. REQUESTING OFFICIAL		a. TYPED NAME AND TITLE			b. SIGNATURE		c. DATE	
17. AUTHORIZING OFFICIAL		a. TYPED NAME AND TITLE			b. SIGNATURE		c. DATE	
18. ACCOUNTING RECORD								
ESTIMATED COST				h. ACCOUNTING AND APPROPRIATION DATA				
DESCRIPTION		AMOUNT						
a. TRANSPORTATION								
b. PER DIEM								
c. RENTAL CAR								
d. MILEAGE/PARKING/TAXI								
e. REGISTRATION FEE				i. CERTIFICATION OF FUND AVAILABILITY (Signature and Date)				
f. MISCELLANEOUS								
g. TOTAL								